

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Employment Services



SOP No.	Subject	Date
	Transportation Assistance Standard Operating Procedure	Official Date of Publication

1. **PURPOSE:** To establish a uniform process and provide guidance on procedural operations required to administer Transportation Assistance to Eligible Participants enrolled in workforce programs offered by the Department of Employment Services (DOES) Office of Youth Programs (OYP).
2. **APPLICABILITY:** This Standard Operating Procedure (SOP) shall apply to all managers and staff of DOES OYP.
3. **DEFINITIONS:**
 - 1) **Eligible Participant** is an individual who has been certified as eligible to receive youth services based on the following eligibility criteria:
 - 1) Proof of Age
 - 2) Proof of Social Security Number
 - 3) Proof of valid identification
 - 4) Proof of work verification
 - 5) Active enrollment and participation in DOES OYP workforce services
 - 2) **Transportation Assistance** is a subsidy ranging from \$50.00 to \$100.00 each month not to exceed \$715.00 per fiscal year.
4. **SCOPE AND BACKGROUND:**
 - 1) In an effort to provide assistance to Eligible Participants receiving DOES OYP workforce services, DOES OYP decided to offer Transportation Assistance not to exceed \$715.00 per fiscal year.

- 2) Transportation Assistance is available to Eligible Participants who are receiving DOES OYP workforce services:
 - Work readiness
 - Basic education
 - GED registration and preparation
 - College readiness
 - Occupations skills
 - Job training programs
 - Other support services to help reduce or eliminate barriers to success
- 3) DOES OYP service providers who wish to offer Transportation Assistance to Eligible Participants shall document the Transportation Assistance as part of services covered under the Workforce Innovation and Opportunity Act (WIOA).
- 4) The value of the Transportation Assistance varies by DOES OYP service provider but must not exceed \$100.00 per month and \$715.00 per fiscal year. The amount of Transportation Assistance for specific DOES OYP service providers depends on the approved budget allocation in a given year. Eligibility for and payment of Transportation Assistance must be matched to local or federal program enrollment requirements. If an Eligible Participant is enrolled in a local program, then Transportation Assistance is paid from local funds. If an Eligible Participant is enrolled in a federal program, then Transportation Assistance is paid from federal funds.
- 5) RETRIEVING FARE CARDS:
 - 1) DOES OYP shall provide Eligible Participants with a SmarTrip fare card, if requested, upon enrollment in DOES OYP workforce services.
 - 2) All Eligible Participants must come in person and present valid identification in order to pick up a SmarTrip card.
- 6) APPROVAL PROCEDURES:

The procedures for verifying and approving Transportation Assistance are as follows:

 - 1) A report is generated by DOES OYP staff to determine all Eligible Participants who are actively enrolled and participating in DOES OYP workforce services.
 - 2) Case manager verifies participant's active enrollment and participation in DOES OYP workforce services either via Time Management System (TMS) or written time and attendance sheet.
 - a. Participant's TMS or written time and attendance sheet must document active enrollment and consistent participation in DOES OYP workforce services, prior to date of distribution of Transportation Assistance.

- 3) If there is active enrollment and participation in DOES OYP workforce services, Transportation Assistance is entered into TMS and forwarded to program manager for approval.
- 4) If there is no active enrollment and participation in DOES OYP workforce services, Transportation Assistance is denied and participant is notified by case manager.
- 5) Program manager reviews TMS or written time and attendance sheet verifying that participant is actively enrolled or participating in DOES OYP workforce services.
- 6) If there is active enrollment and participation in DOES OYP workforce services. program manager approves Transportation Assistance in TMS.
- 7) The initial Transportation Assistance payment will be loaded onto the SmarTrip card.
- 8) Transportation Assistance, beyond the initial amount on the SmarTrip card, will be loaded to the Eligible Participant's debit card.

7. EFFECTIVE DATE AND IMPLEMENTATION: These standard operating procedures are effective immediately upon signature.

APPROVAL

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Deborah A. Carroll

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Date

Remove & Destroy:	None
Destroy:	Date of Signature
Effective Date:	Two-Year Anniversary of Signature
Distribution:	All DOES Employees
Point-of-Contact:	Thennie Freeman, Associate Director-Office of Youth Programs